

Title	Salary	
Executive Assistant to the Planning Commissioner	Dependent upon experience	An employee in this class assists the Commissioner of a Department in the planning and coordination of departmental programs and policies. Under general supervision, the employee performs administrative studies and assignments to the assist the Commissioner in the management of departmental operations. The scope of work may include development and implementation of new programs, evaluation of exiting department services, acting as liaison between the Commissioner's office and other departments, and representing the Commissioner at governmental and public functions. The employee exercises considerable independent judgment and intuitive within board policy guidelines. Work is reviews by the Commissioner and Deputy Commissioner through consultation, periodic conferences and written reports. Does related work as required.

Please fill out a [Job Application Form – Full or Part Time Employment](#) and send to:

**Town of Islip
Office of Personnel
655 Main Street
Islip NY 11751**

Call the Town of Islip's Office of Personnel at (631) 224-5520 for more information.